



The main toolbar is active in ALL views.

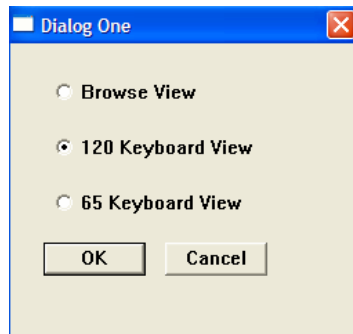
Soft Key

The Soft Key option gives all the keys that do not have a fixed function a definition.

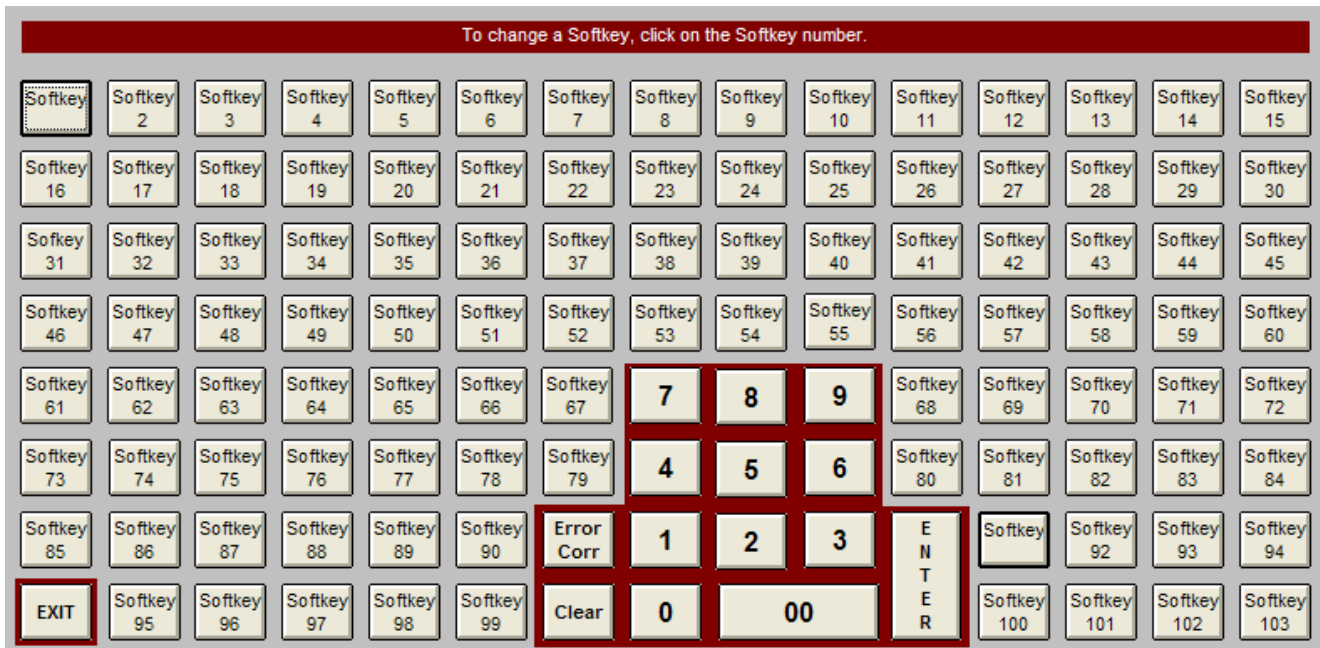
- 1) From your main accounts view, click on the 'Soft Key' Button.

A / R	Category	Collection	Deal	EOD	InvenCount	MOP	Prod Code	Tank Charts
A/R Invoice	Chart/Accts	Contacts	Dept's	EOD Gas	Master	Notes	Purchases	TimeCard
Blue Law	Checks		Employee	FeeCharge	Menu	PLU	Softkey	

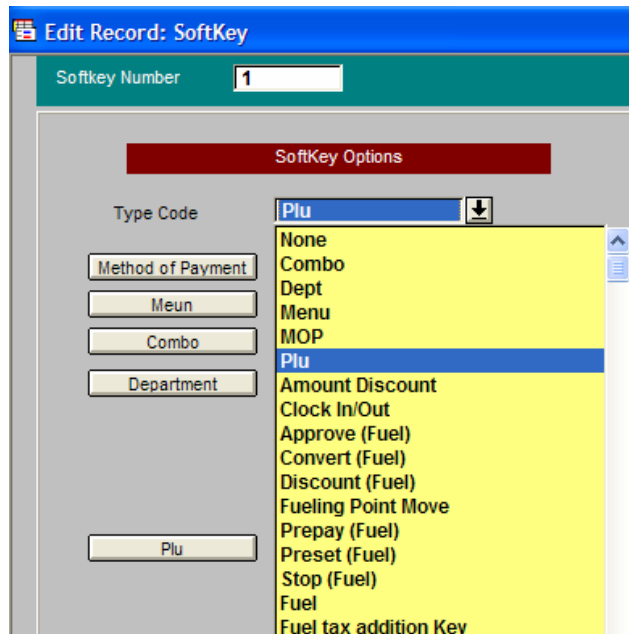
- 2) Here you can assign something to a Softkey.
- 3) After you click on the Softkey button, a view will pop-up like the picture below.
- 4) Here you can go into a keyboard view and click on one of the keys to edit that Softkey.



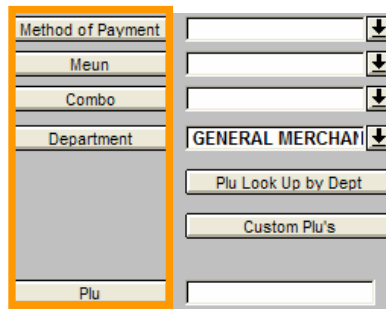
- 5) Select either '65 Keyboard Layout View' or '120 Keyboard Layout View', Click 'OK'.
- 6) Click on the key you want to change.



- 7) Put it in Edit Mode.



- 8) Select a type code.
 - a. If the type code is Combo, Dept, Menu, MOP, or Plu, then you also have to fill in the corresponding field below the 'Type Code' field.



- 9) If you click on any of the buttons highlighted above, it will take you to the selected item file.
- 10) If you selected MENU for your 'Type Code' the program will only accept the information filled out in the MENU field.
 - a. So if you accidentally put in a Method of Payment, when you click the save button, it will only keep the information related to the Menu option.
- 11) If the 'Type Code' is anything other than those 5 items, then you can leave every thing else blank.
- 12) When finished select 'Send to Verifone Register'